

# Application Calendar

OMB No. 3135-0112  
Expires 11/30/2000

Category	Application Postmark Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Folk & Traditional Arts Infrastructure Initiative	October 2, 2000	March 2001	April 1, 2001

Late applications will be rejected.

If you have questions:

**Write:** Folk & Traditional Arts Infrastructure Initiative  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

**Visit:** World Wide Web site at [www.arts.gov](http://www.arts.gov)

**Call:** 202/682-5678, 202/682-5726, or 202/682-5724



202/682-5496 Voice/T.T. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)



Individuals who do not use conventional print may access these guidelines on the Web site or contact the Arts Endowment's Office for Accessibility at 202/682-5532 for help in acquiring an audio recording of these guidelines.

# Contents

## 3 FOLK & TRADITIONAL ARTS INFRASTRUCTURE INITIATIVE

- 3 Eligibility
- 4 Application Review and  
Announcement Date
- 4 Review Criteria
- 4 Grant Amounts and Matching Funds
- 4 Deadline Date
- 4 Period of Support
- 4 General Terms & Conditions

## 5 HOW TO APPLY

- 6 Application Forms
  - 6 Basic Information
  - 8 Application Narrative
  - 10 Project Budget
  - 14 Work Sample Index
  - 16 Organization & Project Profile
- 19 Legal Requirements
- 19 Assurance of Compliance

Back cover: Application Acknowledgement Card

---

## MISSION

The National Endowment for the Arts, an investment in America's living cultural heritage, serves the public good by nurturing the expression of human creativity, supporting the cultivation of community spirit, and fostering the recognition and appreciation of the **excellence** and **diversity** of our nation's artistic accomplishments.

## GOALS

To fulfill its mission, the Arts Endowment has established the following programmatic goals:

- To broaden public access to the excellence and diversity of the arts.
- To foster opportunities for the creation and presentation of artistically excellent work.
- To strengthen the role of the arts in our nation's educational system and encourage lifelong learning in the arts.
- To preserve our nation's cultural heritage for the 21st century.
- To strengthen the organizational and financial capabilities of America's arts organizations.
- To help address the concerns of America's communities through the arts.
- To strengthen the Endowment's partnerships with the public and private sectors.

## APPLICATION REVIEW AND ANNOUNCEMENT DATE

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts. The Council sends to the Chairman of the National Endowment for the Arts those applications that it recommends for funding. The Chairman makes the final decision on all grant awards. Applicants will be notified of award or rejection in March 2001.

## REVIEW CRITERIA

The following criteria are considered during the review of applications:

- **The artistic excellence of the project.**
- **The artistic merit of the project**, which includes the:
  - Impact of the project in expanding or strengthening the state or regional infrastructure of support for the folk & traditional arts, including the potential for long-term artistic impact.
  - Ability of the applicant to complete the project successfully, including the qualifications of the project's personnel.
  - Applicant's demonstrated commitment to support of the folk & traditional arts.
  - Where appropriate, geographic location of the applicant organization, or the potential to reach underserved populations such as those in rural areas, culturally diverse or ethnically specific communities, and individuals with disabilities.

## GRANT AMOUNTS AND MATCHING FUNDS

Grants will range from \$10,000 to \$50,000 and require a match of **at least** 1 to 1.

Panels recommend grant amounts after they review applications in accordance with the "Review Criteria" above. In instances where the applicant has received grant funds in support of the folk & traditional arts within the last five years, prior funding also is considered.

## DEADLINE DATE

Complete application packages must be postmarked no later than October 2, 2000.

## PERIOD OF SUPPORT

The Endowment's support of a project may start any time after April 1, 2001. A grant period of up to two years is allowed. Allow sufficient time to plan, execute, and close out your project.

## GENERAL TERMS & CONDITIONS

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our General Terms & Conditions, which is sent to all grantees in the grant award package. It also is available from the Arts Endowment's World Wide Web site at [www.arts.gov](http://www.arts.gov). Included is information on U.S. Office of Management and Budget (OMB) requirements, matching funds, reporting requirements, and lobbying prohibitions.

## STANDARDS FOR SERVICE

The Arts Endowment has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and mail available guidelines promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we're meeting these standards. Please address them to: Standards for Service Coordinator, Room 628, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Ave., NW, Washington, DC 20506-0001, 202/682-5408, e-mail: [webmgr@arts.endow.gov](mailto:webmgr@arts.endow.gov), attention: Standards for Service Coordinator.

For questions about these guidelines or your application, contact the Folk & Traditional Arts staff at 202/682-5678, 202/682-5726, or 202/682-5724.

# Basic Information

OMB No. 3135-0112  
Expires 11/30/2000

Is this your first application to the Arts Endowment?  No  Yes

If no, please check here if your name or address has changed since your last application:

Applicant (official IRS name):

Mailing Address:

Street Address (if different):

World Wide Web Address:

Taxpayer ID Number (9-digit number): -

For this application, the applicant is serving as a (check if applicable):  Fiscal Agent  Parent of a Component

If you have checked one of the boxes above, list here the group or entity on whose behalf you are applying:

Project Director First: Last: (Check one)  Mr.  Ms.

Title:

Telephone: ( ) ext. Fax: ( ) E-Mail:

Category: Folk & Traditional Arts Infrastructure Initiative (3-55)

Period of Support (e.g., 04/01/01 to 03/31/02): / / To: / /

Summary of project:

Project Budget Summary:

Amount Requested	\$ _____
PLUS	
Total match for this project	+ _____
MUST EQUAL	
Total Project Costs	\$ _____

Total organizational operating expenses for the most recently completed fiscal year: \$ \_\_\_\_\_

For year ending (Month/Year): /

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that the applicant is in compliance with the federal requirements specified under "Assurance of Compliance" on pages 19-20.

1. Authorizing Official First: Last: (Check one)  Mr.  Ms.

Title:

Telephone: ( ) ext. Fax: ( ) E-Mail:

Signature of Authorizing Official: Date: / /

2. Additional Authorizing Official First: Last: (Check one)  Mr.  Ms.

Title:

Telephone: ( ) ext. Fax: ( ) E-Mail:

Signature of Additional Authorizing Official: Date: / /

# Application Narrative

OMB No. 3135-0112  
Expires 11/30/2000

Read the instructions on page 9 before you start. You may attach up to three additional pages if necessary.

---

**Applicant (official IRS name):**

---

# Project Budget

OMB No. 3135-0112  
Expires 11/30/2000

Page 1 of 2. Read the instructions on page 11 before you start.

---

Applicant (official IRS name):

---

## INCOME

1. Amount requested from the Arts Endowment: \$ \_\_\_\_\_

---

2. Total match for this project. Be as specific as possible. Asterisk (\*) those funds that are committed or secured.

Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project)	Amount
--	--------

---

Total cash a. \$ \_\_\_\_\_

Donated space, supplies, volunteer services (These same items also must be listed as direct costs under "Expenses" below or on page 12)

Total donations b. \$ \_\_\_\_\_

Total match for this project (a. + b.) \$ \_\_\_\_\_

---

## EXPENSES

1. Direct costs: Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
--------------------------------	---------------------	--------------------------------	-----------------------------------	--------

---

Total salaries and wages a. \$ \_\_\_\_\_

Fringe benefits Total fringe benefits b. \$ \_\_\_\_\_

---

Total salaries, wages, and fringe benefits (a. + b.) \$ \_\_\_\_\_

---

# Project Budget

OMB No. 3135-0112  
Expires 11/30/2000

Page 2 of 2. Please read the instructions on page 13 before you start.

---

Applicant (official IRS name):

---

## EXPENSES, CONTINUED

### 2. Direct costs: Travel (include subsistence)

# of travelers	From	To	Amount
----------------	------	----	--------

---

Total travel \$ \_\_\_\_\_

---

### 3. Direct costs: Other expenses (Include consultant and artist fees, honoraria, contractual services, sign-language interpretation, closed or open captioning, large-print brochures/labeling, telephone, photocopying, postage, supplies and materials, publication, distribution, transportation of items other than personnel, and rental of space or equipment)

Amount

Total other expenses \$ \_\_\_\_\_

---

4. Total direct costs (1.+2.+3.) \$ \_\_\_\_\_

---

### 5. Indirect costs (if applicable):

Federal Agency:	Rate (%)	x Base	= \$ _____
-----------------	----------	--------	------------

---

6. Total project costs (4.+5.) \$ \_\_\_\_\_

---

# Work Sample Index

OMB No. 3135-0112  
Expires 11/30/2000

Refer to "How to Apply" on page 5 and the instructions on page 15. List the work(s) submitted as part of your application package in the order in which you want them reviewed.

---

**Applicant (official IRS name):**

---

## WORK SAMPLE A

1. **Format (check one):**     Slides             Books/publications             Audio cassette             CD             DAT  
    VHS             3/4" video cassette             CD-ROM             Other \_\_\_\_\_

---

2. **List selections/describe contents**  
(Where appropriate, indicate title of work/artists/production credits, etc. Attach additional sheet(s) if necessary):

---

---

3. **Date work(s) completed or performed:**

---

4. **Relationship of work sample to the project:**

---

---

5. **Special Instructions** (Include cue information or real elapsed time, indicating the start of each selection):

---

## WORK SAMPLE B

1. **Format (check one):**     Slides             Books/publications             Audio cassette             CD             DAT  
    VHS             3/4" video cassette             CD-ROM             Other \_\_\_\_\_

---

2. **List selections/describe contents**  
(Where appropriate, indicate title of work/artists/production credits, etc. Attach additional sheet(s) if necessary):

---

---

3. **Date work(s) completed or performed:**

---

4. **Relationship of work sample to the project:**

---

---

5. **Special Instructions** (Include cue information or real elapsed time, indicating the start of each selection):

---

If more than two work samples are submitted, you may either copy this blank form, obtain a copy of this form from the Arts Endowment's World Wide Web site at [www.arts.gov](http://www.arts.gov), or reproduce it on your computer (please keep to the original format). Label additional samples C, D, E...

# Organization & Project Profile

OMB No. 3135-0112  
Expires 11/30/2000

## Applicant (official IRS name):

This form is used by the National Endowment for the Arts to develop statistical profiles of the applications it receives. Your responses will **not** be a factor in the review of your application.

### PART I

This section requests information about the applicant. If you are a fiscal agent or a parent organization, your responses should relate to your organization, not the group or component on whose behalf you are applying.

#### A. ORGANIZATIONAL STATUS: Using the following list, select the **one** item which best describes the legal status of the organization:

- |                        |                             |                   |                             |                   |                             |
|------------------------|-----------------------------|-------------------|-----------------------------|-------------------|-----------------------------|
| Nonprofit organization | 02 <input type="checkbox"/> | State government  | 05 <input type="checkbox"/> | County government | 07 <input type="checkbox"/> |
| Municipal government   | 08 <input type="checkbox"/> | Tribal government | 09 <input type="checkbox"/> | None of the above | 99 <input type="checkbox"/> |

#### B. ORGANIZATIONAL DESCRIPTION: Using the following list, select the **one** item which best describes the organization:

- |  |                             |  |                             |  |                             |  |                              |
|--|-----------------------------|--|-----------------------------|--|-----------------------------|--|------------------------------|
| Arts Center<br>(e.g., a multi-purpose arts facility)             | 15 <input type="checkbox"/> | Community Service Organization (a non-arts service organization, e.g., youth center, chamber of commerce, or YMCA) | 32 <input type="checkbox"/> | Historical Society/Commission          | 28 <input type="checkbox"/> | School District  | 19 <input type="checkbox"/>  |
| Arts Council or Agency<br>(includes regional arts organizations) | 16 <input type="checkbox"/> | Fair or Festival   | 14 <input type="checkbox"/> | Humanities Council or Agency           | 29 <input type="checkbox"/> | Social Service Organization (a governmental or private agency, e.g., a public housing authority) | 50 <input type="checkbox"/>  |
| Arts Service Organization  | 17 <input type="checkbox"/> | Foundation   | 30 <input type="checkbox"/> | Museum—Art                             | 08 <input type="checkbox"/> | State-wide Assembly  | 17A <input type="checkbox"/> |
| College or University  | 26 <input type="checkbox"/> | Gallery/Exhibition Space   | 10 <input type="checkbox"/> | Museum—Other                           | 09 <input type="checkbox"/> | None of the above  | 99 <input type="checkbox"/>  |
|  |                             |  |                             | Performance Facility                   | 07 <input type="checkbox"/> |  |                              |
|  |                             |  |                             | Presenter/Cultural Series Organization | 47 <input type="checkbox"/> |  |                              |

#### C. ORGANIZATIONAL DISCIPLINE: Using the following list, select the **one** item which best describes the organization's area of work in the arts (not the project for which it is applying):

- |        |                             |                         |                             |   |                             |                   |                             |
|--------|-----------------------------|-------------------------|-----------------------------|---|-----------------------------|-------------------|-----------------------------|
| Crafts | 07 <input type="checkbox"/> | Folk & Traditional Arts | 12 <input type="checkbox"/> | Visual Arts                                     | 05 <input type="checkbox"/> | None of the above | 99 <input type="checkbox"/> |
| Dance  | 01 <input type="checkbox"/> | Humanities              | 13 <input type="checkbox"/> | Multidisciplinary<br>(more than one discipline) | 14 <input type="checkbox"/> |                   |                             |
|        |                             | Music                   | 02 <input type="checkbox"/> |   |                             |                   |                             |

#### D. ORGANIZATIONAL RACE/ETHNICITY (OPTIONAL): Using the designations below, select the **one** item which best describes the predominant racial/ethnic identity of the organization. If at least half of the board, staff, or membership belongs to one of the listed racial/ethnic groups, use that designation. If no one group predominates, select "General".

- |                                  |                            |                           |                            |   |                            |  |                            |
|----------------------------------|----------------------------|---------------------------|----------------------------|---|----------------------------|--|----------------------------|
| American Indian or Alaska Native | N <input type="checkbox"/> | Black or African American | B <input type="checkbox"/> | Native Hawaiian or Other Pacific Islander | O <input type="checkbox"/> | General<br>(No predominant racial/ethnic identity) | G <input type="checkbox"/> |
| Asian                            | A <input type="checkbox"/> | Hispanic or Latino        | H <input type="checkbox"/> | White                                     | W <input type="checkbox"/> |  |                            |

#### E. ACCESSIBILITY: Check below as applicable to indicate if the organization's board or staff includes an older adult (65 years of age or older) or a person with a disability (a physical or mental impairment that substantially limits one or more major life activities); otherwise leave blank.

- Older Adults       Individuals with Disabilities

# Organization & Project Profile (cont'd.)

OMB No. 3135-0112  
Expires 11/30/2000

**Applicant (official IRS name):** \_\_\_\_\_

**D. SCHOOL/AFTER-SCHOOL ACTIVITY:** If your project involves pre-K through 12 students, answer the following questions by selecting yes or no; otherwise leave blank.

**Will activity take place in a pre-K through 12 school facility?**  Yes  No

**Will activity take place outside the regular school day?**  Yes  No

**E. ARTS EDUCATION:** Of the following responses, select the **one** that best characterizes the extent to which this project involves arts education (i.e., systematic educational efforts with measurable outcomes designed to increase knowledge of and/or skills in the arts):

		<b>50% or more with activities primarily directed to:</b>			
<b>None</b>	99 <input type="checkbox"/>	<b>K-12 Students</b>	01A <input type="checkbox"/>	<b>Pre-Kindergarten Children</b>	01C <input type="checkbox"/>
<b>Some, but less than 50%</b>	02 <input type="checkbox"/>	<b>Adult Learners</b>	01D <input type="checkbox"/>	<b>Higher Education Students</b>	01B <input type="checkbox"/>
		Includes teachers & artists		<b>Multiple Groups of Learners</b>	01 <input type="checkbox"/>

**F. PROJECT ACTIVITY:** Provide an estimate, to the extent possible, for each of the following that is relevant to your project. Leave blank any items that are not applicable or that do not represent a significant aspect of the project.

_____ <b># of concerts/performances/readings to be presented</b> (include production development)	_____ <b># of pre-K through 12 schools expected to participate</b>
_____ <b># of exhibitions to be curated/presented</b> (include exhibition development)	_____ <b># of community organizations partnered with to carry out the project</b>
_____ <b># of books/reports/catalogues, etc., to be published</b> (# of different titles)	_____ <b># of apprenticeships to be offered</b>
_____ <b># of artists' residencies to occur</b> (artists' activities in schools or other community settings)	_____ <b># of programs to be broadcast on radio or television</b> (# of different programs)
	<i>For state/regional/local arts agencies only:</i>
	_____ <b># of subgrants to be awarded</b>

**G. PARTICIPANTS/AUDIENCES BENEFITING:** Provide an estimate, to the extent possible, for each of the following that is relevant to your project. Include only those persons expected to directly participate in or benefit from the project during the grant period. Leave blank any items that are not applicable.

_____ <b># of artists</b> (include all members of performing groups and living artists whose work is presented, e.g., in an exhibition or concert)	_____ <b>Total # of individuals benefiting</b> (all participants/audiences—except broadcast audiences—including all figures in the left column)
_____ <b># of teachers/administrators</b>	
_____ <b># of children/youth</b> (18 years of age or younger)	_____ <b>Total estimated audience for radio or television broadcast</b>

**3. The Drug-Free Workplace Act of 1988** (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154) requires grantee organizations, within 30 days of receiving a grant, to make a continuing, good faith effort to maintain a drug-free workplace through implementation of the following:

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace, and specifying the actions that will be taken against employees for violation of the prohibition. (For the purposes of this Act, alcohol is not considered a controlled substance.) The grantee shall give a copy of the statement to each employee who will be involved in grant-supported activities and notify those employees that they are expected to abide by the statement. For the purposes of this law, “employees” include consultants and temporary personnel (but not volunteers), who are directly engaged in work under the grant and who are on the grantee’s payroll. The grantee should maintain on file the address of each site where work is performed under the grant.

- Establish a drug-free awareness program that will inform employees about the dangers of drug abuse in the workplace, the grantee’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that might be imposed for workplace drug abuse violations. Employees should be informed that any conviction for a violation of a criminal drug statute that occurs in the workplace must be reported to the employer, in writing, no later than five calendar days after such a conviction. The grantee, in turn, must notify the Arts Endowment’s Grants & Contracts Officer, in writing, within ten calendar days of receiving such notice from its employee. The grantee’s notice to the Arts Endowment must include the convicted individual’s position title and the number(s) of each affected grant.

- Within 30 calendar days of receiving notice of an employee’s criminal drug conviction a grantee should take appropriate personnel action against the convicted employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program that has been approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

**4. The Native American Graves Protection and Repatriation Act of 1990** (25 U.S.C. 3001 et seq.) which applies to any organization which controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

**5. Federal Debt Status** (OMB Circular A-129). The applicant certifies that it is not delinquent in the repayment of any federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments.

If your project, including the planning stage, has environmental implications (e.g., an arts festival in a park or the commissioning and installation of an outdoor sculpture), you may be requested to provide information to the Arts Endowment in response to specific questions in accordance with the National Environmental Policy Act.

If your project includes the planning or major renovation of any structure that is eligible for or on the National Register of Historic Places you may be asked to provide additional information on your project to ensure compliance with the National Historic Preservation Act. This law also applies to planning for new construction that would affect historic properties.

#### **REPORTING BURDEN**

The public reporting burden for this collection of information is estimated to average 15 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 516, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.